



## ଓଡ଼ିଶା ମତ୍ସ୍ୟାଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଯାଜପୁର

**OFFICE OF THE DISTRICT FISHERIES OFFICER, JAJPUR**

Email: [jajpurdfoffice@gmail.com](mailto:jajpurdfoffice@gmail.com)

Letter No. ୧୨୬ //Date 19/3/26

### TENDER CALL NOTICE FOR HIRING/ENGAGEMENT OF VEHICLE FOR OFFICIAL USE IN DISTRICT FISHERIES OFFICE, JAJPUR

Sealed quotations are invited from interested reputed Travel Agencies or Private Individuals/ Service Providers for providing 1 no of Non- AC/ AC/ Petro/ Diesel driven vehicles having sitting capacity of not more than 5 including driver which shall conform to the Terms and conditions (Appendix-A) for official use of District Fisheries Officer, Jajpur on monthly rent basis. The **maximum monthly hiring charges** of vehicle shall be **Rs. 24,000/- (Rupees Twenty Four Thousand only)**. The minimum Average Mileage of Vehicle should be 17 Km/Litre. The details of bidding process are as follows:

Sl. No.	Bidding Schedule	Deadline
1	Date of floating of tender	19.03.2026, 01.00 PM
2	Last date and time for submission of tender documents	15.04.2026, 05.00 PM
3	Date and time of opening of Tender Paper and Physical Verification of vehicle	16.04.2026, 10.30 AM

The Bidders are required to submit the technical and financial bids separately. The bids in sealed **Cover-A containing "Technical Bid" and sealed Cover-B containing "Financial Bid" should be placed in a third sealed cover super-scribed "Quotation for Hiring/ Engagement of Vehicle for Official use at District Fisheries Office, Jajpur"** must reach the undersigned on or before due date & time by **Speed Post/ Registered Post/ Courier only**.

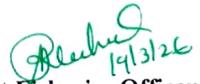
The bid documents containing application form, General Bid information, terms and conditions, Tender forms is available herewith.

Complete address for submission of bid - **District Fisheries Officer, Jajpur  
At- Taramadan, Jajpur, Pin-755001.**

  
District Fisheries Officer  
Jajpur

Memo No. ୧୨୭ //Date 19/3/26

Copy to all committee members for favour of kind information and necessary action. They are requested to hand the notice in their Notice board for wide publication.

  
District Fisheries Officer  
Jajpur

Memo No. 928 //Date 19/3/26

Copy submitted to OSD to Collector, Jajpur for favour of kind information and necessary action.

  
19/3/26  
**District Fisheries Officer  
Jajpur**

Memo No. 929 //Date 19/3/26

Copy forwarded to DeGM, Collectorate, Jajpur for favour of kind information and necessary action. He is requested to host the notice on the District Website i.e, [www.jajpur.odisha.gov.in](http://www.jajpur.odisha.gov.in) for wide publicity of the notice.

  
19/3/26  
**District Fisheries Officer  
Jajpur**

Memo No. 930 //Date 19/3/26

Copy submitted to Directorate of Fisheries, Odisha, Cuttack/ DDF (C/Z), Cuttack for favour of kind information and necessary action.

  
19/3/26  
**District Fisheries Officer  
Jajpur**

Memo No. 931 //Date 19/3/26

Copy submitted to Joint Secretary to Govt., F&ARD Department, Odisha, Bhubaneswar for favour of kind information and necessary action.

  
19/3/26  
**District Fisheries Officer  
Jajpur**

## GENERAL BID INFORMATION

### 1. Type of Vehicle

- The vehicle model/type shall be preferably Swift, Swift Dezire, Zest, Tigor, Xcent, Etios or any equivalent and should be **white/off white color only**.
- The vehicle should be suitable for movement in both **urban and rural operational areas** within the jurisdiction of the district or may be outside the district.
- The vehicle must be capable of accommodating of staff (3 persons) excluding driver.

### 2. Eligibility Criteria for Vehicle

- Vehicle must not be more than **3 years** old at the time of hiring. (Preference will be given to newer vehicles).
- Vehicle should be **BS-VI compliant** as per emission norms.
- Vehicle must be in **roadworthy condition** and covered under valid **Registration Certificate, Insurance Certificate, Pollution under Control (PUC) Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the times**.
- The Vehicle must achieve a fuel efficiency of minimum 17 KM per liter.

### 3. Hiring Rules & Charges

- The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing norms. All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, Gear Box & differential coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax etc. required for operation of the vehicle will be borne by the agency/ private individual/ bidder.
- The maximum monthly hiring charges of Vehicle shall be **Rs. 24,000/- (Rupees Twenty Four Thousand only)** including the salary of the driver.
- Fuel cost shall be borne by the Department as per actual consumption and logbook entries.
- The minimum Average Mileage of Vehicle should be **17 Km/Litre**.
- In case the vehicle doesn't report regularly, the authority will have the liberty to terminate the agreement without prior notice.

### 4. Operational Guidelines

- The vehicle shall be parked at the designated VEHICLE office/parking point after duty hours unless otherwise instructed.
- The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
- The Driver should be well behaved, gentle and obedient in nature.
- A logbook shall be maintained daily, recording movement, distance covered, purpose, and fuel consumption.
- The hired vehicle, during the period of contract, shall have all necessary valid MV documents such as:- valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution control certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver available all the times. The Department / Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or losses of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The owner of the vehicle shall be responsible for all such litigation.

- All the expenditure of the vehicle towards minor/ major repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. and payments towards insurance, road tax, fitness etc. will be borne by the supplier.
  - The vehicle should be regularly serviced and maintained to avoid any breakdown. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle / bidder without compromising the services of the office. If the owner failed to arrange/replace, alternative arrangement will be made by the client and the expenditure will have to be borne by the owner of the vehicle. If he/she fails to pay the expenditure so incurred, the same will be deducted from the bill of the owner.
  - The service provider has to ensure that vehicle deployed shall arrive at designated location on time. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.
  - The Agency shall not be allowed to sub-let the Contract. Police verifications for deployed driver shall be ensured by the Agency.
  - The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include following:
    - Driver having a valid commercial driving license shall be deployed.
    - The driver of the vehicle deployed for user department duties maintain polite & courteous behavior towards department users as well as to other departmental staff. Following may be construed as "Misbehavior" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
      - i) Denial of duty during contract period, or during hours as noticed by user departments;
      - ii) Use of abusive language
    - The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect. The driver shall be reachable at all times during duty hours.
    - As soon as the driver is advised to attend any guest by the administration, the driver should call /SMSs the guest giving his mobile and vehicle details. Charges of calls /SMSs will be on agency's account.
    - Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.
5. A sum of **Rs.5,000/-** (Rupees Five thousand) only shall be deposited by the intending bidders in shape of accounts payee bank draft in favour of the **DISTRICT FISHERIES OFFICER, JAJPUR** and submitted along with the quotation as security deposit. After completion of tender process the amount will be refunded to unsuccessful bidders.
6. **Tender papers without security deposit shall not be considered/ accepted.**
7. **The monthly rate of hire charges (excluding fuel and lubricants) is to be quoted separately. In case of similar quoted price, preference will be given to local vehicle (Jajpur Municipality areas to which the vehicle belongs) and newer vehicle. In addition, lower hiring charges with higher mileage than the specified rate will also be given preference.**
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (Km covered per litre) and period of validity etc. should be specifically provided in the general bid information sheet of the vehicle (provided with the application form) to be furnished (**Annexure-I**).

9. The Quotation completed in all respect including technical and financial bid (Annexure I to III) should reach the undersigned **on or before Dt.15.04.2026 by 05.00 PM** and shall be opened on **Dt.16.04.2026 at 10.30AM** in presence of the bidder (S) or their authorized representative (S). There will be no bar in opening of the sealed quotations, if the bidder (S) or their authorized representative (S) remain absent within the schedule time.
10. The bids complete in every respect should reach the **O/o the DFO, Jajpur** latest by **15.04.2026 by 05.00 PM** through Speed Post /Regd. Post/ Courier. Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay. Incomplete Tender paper shall not be accepted.
11. The bidders will present their vehicle for physical verification on Dt.16.04.2026 at 10.30 AM at Office of the DFO, Jajpur.
12. The authority reserves right to accept /reject/ cancel all the bids or any part of it without assigning any reason thereof. The bidder is to submit self-attested photocopies of the required documents with duly filled in tender paper.

  
District Fisheries Officer  
Jajpur

## TERMS & CONDITIONS FOR HIRING/ENGAGEMENT OF VEHICLE

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

- 1) The hired vehicles, during period of contract, shall have all necessary valid MV documents such as:- Valid Registration certificate, insurance Certificates, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. The Departmental/ Office hiring the vehicles shall not be responsible for any damage/loss caused to hired vehicles or loss of life/ injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall not be responsible for all such litigation.
- 2) The hiring charges to be paid on monthly basis. The cost of diesel/ petrol, which is to be paid separately basing on actual consumption.
- 3) It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider.
- 4) In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
- 5) The amount of the POL will be paid to the Owner of the vehicle after production of bills in succeeding month. All the expenditure of the vehicles towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tires & Tubes, Battery etc. will be borne by the bidder.
- 6) In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicles/bidder.
- 7) In case of the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
- 8) Monthly hire charge and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, subject to availability of funds as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
- 9) If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- 10) In case the service provider intends to withdraw the services of the vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
- 11) The hired vehicle cannot be used by the service provider for any private/commercial purpose beyond office hour or during holidays.
- 12) The vehicle shall be parked at the **designated VEHICLE office/ parking point** after duty hours unless otherwise instructed.
- 13) The agreement shall be discontinued immediately when the vehicle is no longer required due to closure of the scheme or any other reason etc.
- 14) If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposited.
- 15) The bidder shall not be an employee/ relative of the employee of this office.
- 16) The bidder/ Vehicle owner earlier engaged in any office and found to have deviated the norms of Agreement will not be considered for selection even if he/ she gives lowest quotation in the present bid.

  
19/3/26  
District Fisheries Officer  
Jajpur



**Annexure-I**  
**OFFICE OF THE DISTRICT FISHERIES OFFICER, JAJPUR**  
Email: [jaipurdfoffice@gmail.com](mailto:jaipurdfoffice@gmail.com)

**TENDER FORM**

**Part -1 Technical Bid (Cover A)**

(The Documents have to be arranged serially as per the order mentioned below)

Sl. No.	Particulars	Details
1	Name of the Organization/ Private Bidder (attached ID Proof)	
2	Address of the organization/ Private Bidder with telephone No. (Attached Address proof)	
3	E-mail id of the Organization/ Bidder	
4	Name of authorized signatory	
5	GST Registration No of Organization/Bidder (GST Certificate)	
6	PAN No. (PAN CARD)	
7	Specimen signature of the authorized signatory	
8	Telephone number of authorized signatory	
9	Name and Model of the vehicle	
10	Type of Vehicle (A.C)	
11	Regd. No. of Vehicle (RC copy)	
12	Year of manufacture	
13	Date of Registration	

14	Fitness Certificate validity	
15	Permit validity	
16	Insurance validity	
19	Pollution under Control (PUC) Certificate validity (PUC Certificate)	
18	Rate of fuel consumption /Mileage per liter. In AC	
20	Security deposit of Rs.5000/- (DD No./Date)	
21	Bank details of the Bidder (Copy of Passbook)	
22	Name, Contact No. & Address of the Driver (Copy of Adhaar of thee driver to be attached)	
23	D.L. No. & Validity of the D.L. of the Driver (Copy of DL to be attached)	

. **NB:** Please Attach **self- attested copy** of all above required documents.

**DECLARATION: -**

I /we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me / us and that the information furnished above are full and correct to the best of my/ our knowledge. I/ we understand that in case of any deviation /false information in the above statement at any stage, our firm / Agency will be blacklisted / debarred and will not have any dealing with your organization in future.

Place: -

Date: -

(Signature of the Bidder)

**TENDER FORM**

**Part-II-Financial Bid-Cover B**

Sl. No.	Type of Vehicle and Model	Fuel efficiency per K.M	Quoted hiring Charges including GST in Rs. (in figure/ in words) in Rs.
		AC	

**Declaration:**

I hereby declare that all the above particulars are correct. I have read the terms and conditions of the technical bid enclosed with this form separately duly signed on each page and I shall abide the same.

(Signature of the Bidder)

**Annexure-III**

To

The District Fisheries officer,  
Jajpur

Sub: - Submission of Quotation for engagement of vehicle for official use on monthly rate basis.

Ref.- Tender Call Notice No. \_\_\_\_\_/Date \_\_\_\_\_ of DFO, Jajpur

Sir,

With reference to your Tender Call Notice for hiring of vehicles for official use of DFO, Jajpur on monthly rate basis. I am to inform you that, I have gone through the general bid information and terms & conditions mentioned in the application form and accordingly submitting herewith my offers in filled in application forms as per the prescribed formats along with the required self-attested documents for consideration for engagement in DFO Office at Jajpur. The demand draft amounting **Rs.5000/-** (Bearing No.....Date.....) is enclosed along with other forms and documents for necessary action at your end.

Your sincerely,

Full signature of the applicant  
With date and address